

**CITY OF LINCOLN  
COUNTY OF LANCASTER**

Vince M. Mejer, CPPO, C.P.M.  
Purchasing Agent

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purchasing@ci.lincoln.ne.us

**QUOTATION REQUEST**

Quote Prices F.O.B. Destination  
Lincoln, Nebraska

Date - 11/08/01  
Order No. - 1174 OQ  
Date Due - 11/19/01

QUOTATIONS MUST BE RECEIVED IN  
THE PURCHASING DIVISION OFFICE BY  
THE DUE DATE SPECIFIED ABOVE

PLEASE MAKE NECESSARY VENDOR  
INFORMATION CORRECTIONS ON THIS FORM:

**VENDOR INFORMATION**

**Return Quotation Request To:**

Purchasing Division  
K-Street Complex  
440 S 8th St Ste 200  
Lincoln NE 68508  
Kopplin, Tom - Quotes

Buyer

Item Number / Description	Quantity	UM	Unit Price	Total Price
96672100000 Printing - Custom Forms	50000	EA		

City of Lincoln "Claim Warrants" as per attached sample and  
MICR specifications.  
Numbered starting with #157301.  
24# Bond Paper, continuous form - tractor feed.  
NO SUBSTITUTIONS as to type and quality of paper.  
Vendor must submit sample of paper to be used.  
Vendor must submit proof to Peggy Watchorn  
Must be delivered by December 21, 2001.  
SEE ATTACHED SAMPLE.

**VENDOR MUST COMPLETE THE FOLLOWING**

The undersigned represents and warrants that he/she has full and complete authority to submit this quotation and to enter into a contract upon acceptance by the City/County. The undersigned agrees to comply with all conditions above and on reverse side of this document.

COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
EMPLOYER FEDERAL ID NO. OR  
SOCIAL SECURITY NUMBER \_\_\_\_\_

BY (PRINT NAME) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_  
DELIVERY SCHEDULE \_\_\_\_\_  
DAYS ARO

**PURCHASING DIVISION  
CITY OF LINCOLN AND LANCASTER COUNTY, NEBRASKA  
INSTRUCTIONS TO BIDDERS**

1. **BIDDING PROCEDURE** - A bid by a corporation must be signed in the name of such organization by a duly authorized official thereof. Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization. Most departments of the City of Lincoln and Lancaster County agencies are exempt from federal excise taxes and state and local sales and use taxes. Kindly bid without taxes. The City/County will be responsible for paying any taxes which may be due.
2. **FAIR EMPLOYMENT PRACTICES** - Each bidder agrees that he/she will not discriminate against any employee or applicant for employment because of age, race, color, religion, ancestry, national origin, disability, sex or marital status, and that he will take affirmative action to assure that applicants are employed and that employees are treated during employment without regard to age, race, color religion, ancestry, national origin, disability, sex or marital status.
3. **DATA PRIVACY** - Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, patents and patent rights. The bidder agrees to hold the City/County harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.
4. **INDEPENDENT PRICE DETERMINATION** - By signing and submitting this bid, the bidder certifies that: The prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
5. **CLARIFICATION OF SPECIFICATION DOCUMENTS** - Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents. Interpretations, corrections and changes made to the specification documents will be made by written addenda. Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City/County; and bidders shall not rely upon such interpretations or changes. No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except: An addendum withdrawing or postponing the invitation to bid.
6. **BRAND NAMES** - If and wherever in the material specifications or proposal form brand names, make, manufacturer, trade name, or vendor catalog number is specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow. It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the City/County that said item is equal to or better than the product specified. If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City/County's specifications.
7. **DEMONSTRATION/SAMPLES** - If requested, the bidders shall, at bidder's expense, demonstrate and/or furnish samples of the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City/County.
8. **DELIVERY** - Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. F.O.B. to the City/County at the location specified by the City/County, with all transportation charges paid.
9. **WARRANTIES, GUARANTEES AND MAINTENANCE** - A copy of the manufacturer's warranties and/or guarantees for the items being bid must accompany your proposal. A copy of your company's maintenance policies and costs must also accompany your proposal. Replacement parts of defective components shall be shipped to the City/County at no cost. If defective parts are required to be returned to the bidder, the shipping costs shall be borne by the bidder.
10. **ACCEPTANCE OF MATERIAL** - The finished materials must be new, the latest make or model, of the best quality, unless otherwise specified, and the highest grade workmanship. The material delivered under this proposal shall remain the property of the bidder until a physical inspection and actual usage of this material and/or service is made, and thereafter is accepted by the City/County. The material delivered must be fully in accord with specification documents. In the event the material and/or services supplied to the City/County is found to be defective or does not conform to specification documents, the City/County reserve the right to cancel the order upon written notice to the bidder and return materials to bidder at the bidder's expense. Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln or Lancaster County, Nebraska, as required by the contract documents or purchase orders. Selling dealer's advertising decals, stickers or other signs shall not be affixed to the equipment; vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forings, stampings, nameplates and logos are acceptable.
11. **BID EVALUATION AND AWARD** - The signed bid shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City/County of purchase orders, contract award notifications, or other contract documents appropriate to the work. No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid. In case of a discrepancy between the unit prices and their extensions, the unit price shall govern. The City/County reserve the right to accept or reject any or all bids, or part of bids, to waive irregularities and technicalities, and to request rebids on the material described in the specification documents.
12. **TERMS OF PAYMENT** - Unless other specification provisions state otherwise, payment in full will be made by the City/County within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.
13. **LAWS** - The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.



# MICR SPECIFICATION SHEET FOR PAYABLE THROUGH DRAFT - OMAHA, NE.

## 1. MICR Specifications to Appear on Checks and Drafts:

BUSINESS SIZE CHECKS AND DRAFTS																																															
Auxiliary On-Us Field												Routing Number		ABA Bank Number						On-Us Account Number (assigned by the bank)																											
Serial Number												Transit Number										12 Digits Required																									
56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13				
				AC	X	X	X	X	X	X	AC	BL	TR	1	0	4	0	0	0	0	2	9	TR																								

### MICR Instructions for Business Size Checks and Drafts:

- Transit Number Field spaces 42-34: 104000029  
TR symbol in spaces 33 & 43.
- On-Us Field spaces 32-21: Twelve digit checking account number. AC symbol in space 20.
- Check Number Field spaces 51-46: Sequential MICR numbers. This field is required by U.S. Bank®.

### Symbol Key:

The following codes are to be printed with the appropriate magnetic symbol/character:

TR for transit symbol **␣**  
AC for on-us symbol **␣**

BL for blank space  
X for check number

## 2. Printer Instructions:

Printing and design must conform to ANSI/ABA X9.13 and X9.27 Publications. Checks, drafts and deposit slips must withstand multiple sorts without becoming frayed or damaged. Perforations must be clean and must not weaken leading edge.

### A. Paper Stock Specifications:

Paper Type: Refer to ANSI X9.18  
Weight: 24lb (g/m<sup>2</sup> 90 + /- 5%)  
Grain: Long or short grain  
Burst Strength: Mullen 24.0 psi minimum  
Smoothness: Sheffield 50-200  
Document Size: Maximum: 8 3/4 x 3 2/3 inches

### B. Clear Band MICR Specifications:

The area 5/8" from the bottom of all MICR documents is reserved for the E13-B Common Machine Language characters and no other magnetic ink may appear in this area.

### C. Magnetic Ink Character Print Specifications:

Characters to be printed in magnetic ink within the 5/8" clear band shall conform to ANSI Print Specifications for Magnetic Ink Character Recognition as documented in ANSI X9.27 Publication.

### D. Other Instructions:

- Obtain a new MICR Specification Form for each reorder.  
We request that orders be for no more than a one year supply.
- U.S. Bank recommends that all checking documents be in an Image compatible format. Please refer to the back of this sheet for Image specifications.
- A minimum of 10 voided test documents for all orders must be sent to the address listed below for approval. The reject rate must be below .80%. Failure to obtain approval may result in reprint expense in the event that documents fail to meet the ANSI/ABA specifications and U.S. Bank requirements.
- Contact Document Quality at 1-800-515-4080 with questions in regard to these specifications.

U.S. Bank  
Document Quality Department - ENER0155  
1200 Energy Park Drive  
St. Paul, MN 55108

### E. Bank Title Plate Specifications:

- **PAYABLE THROUGH** is a **REQUIRED** field for the title plate. It **MUST** be printed with the other title plate information.



PAYABLE THROUGH  
U.S. Bank National Association  
1-800-673-3555  
usbank.com

Fractional Number: 27-2 required in upper right corner.  
1040

Logo recommended. Camera ready artwork provided below.



ACCOUNT NAME	
BANK AUTHORIZATION	DATE

PLEASE TURN OVER FOR MORE SPECIFICATIONS

## 1. MICR REQUIREMENTS: As documented in ANSI/ABA Publications X9.13 and X9.27

### Field Tolerance:

- Maintain from the right edge of the document:
  - Amount: .25" to 1.875"
  - Account: 1.875" to 4.25"
  - Transit: 4.25" to 5.75"
- Serial number field starts within .25" of the left edge of the Transit Symbol or EPC character.

### Spacing and Alignment:

- Bottom edge of adjacent characters within each field must not vary vertically more than .030".
- Distance between the right average edge of characters must be .125" +/- .01".
- Minimum distance between the right edge of adjacent characters must be .115".

## 2. IMAGE SPECIFICATIONS:

### INK: As documented in ANSI/ABA Publications X9.7 and X9.27

- PCS (Print Contrast Signal) of .6 or more is required to ensure that the data images are read.
- The dropout area of the Convenience Amount Field must be a maximum of .30 PCS.

### PAPER: As documented in ANSI/ABA Publications X9.7 and X9.18

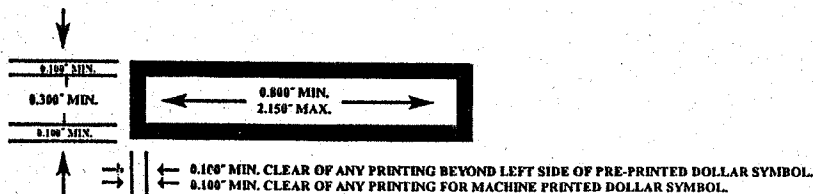
- The ideal paper is 24# MICR bond with a reflectance of 60% or greater.
- Scenic designs and all background designs should be muted having measured reflectance changes where they meet with data components and areas of interest.

### CHECKS:

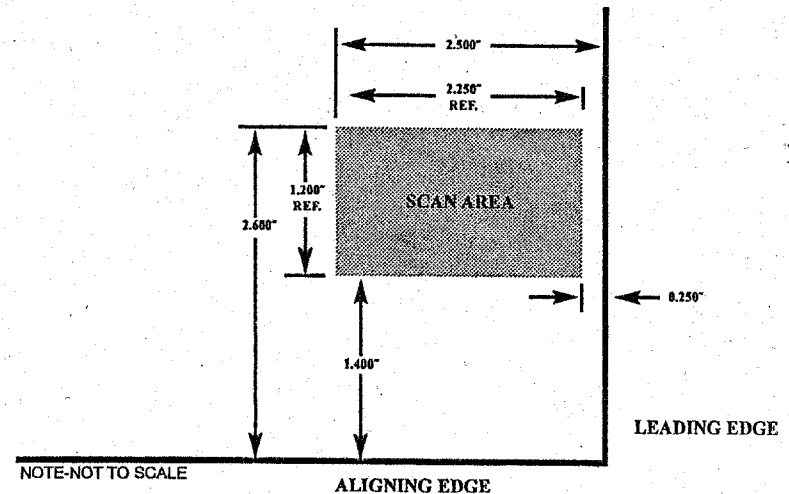
Location of scan area follows guidelines in ANSI Publication X9.7

#### Convenience Amount Area:

- Low contrast borders should enclose clear area where the dollar amount is to be entered.
- The PCS must be .30 or less for the Convenience Amount Field.
- Minimum screen value of 120 lines per inch.
- The amount field identifier (\$) must be printed with solid ink that offers a PCS of .60 or greater with deference to the background.
- The amount field identifier must be centered +/- .015" vertical to the amount field.
- The amount field identifier has a minimum stroke value of .013", maximum of .017".



Convenience amount rectangle and clear area - business size check  
As documented in ANSI/ABA Publication X9.7



Scan area location - business size check  
As documented in ANSI/ABA Publication X9.7

PAYEE:

# CITY OF LINCOLN, NEBRASKA

## REMITTANCE ADVICE

CHECK NO. - 157397  
CHECK DATE - 03/31/01  
STUB 1 OF 1

NO. 157397

INVOICE NUMBER	INVOICE DATE	PAYMENT REMARK	AMOUNT
1294	02/05/01	REFUND	85.00
			-----
			85.00

VOID

**CITY OF LINCOLN**  
LINCOLN, NEBRASKA

CITY TREASURER

U.S. BANK  
Lincoln, Nebraska 68601

27-2  
1040

157397

DATE  
03/31/01

PAY THIS AMOUNT  
\*\*\*\*\*85.00

PAYABLE THROUGH

VOID

PAY FOR EIGHTY FIVE AND 00/100 \*\*\*\*\*

TO  
THE  
ORDER  
OF

⑈157397⑈ ⑆104000029⑆149400505371⑈